

Administrative Division

The Administration section provides support services for the entire agency. This section is responsible for Personnel/Payroll related matters, the financial management of multiple accounts and the preparation and submission of the budget for all three expenditure accounts. Responsible also for auditing and preparation of financial reports on a monthly basis and preparing fiscal year financial information for the Commissioner's Annual Report. The mission of the Administration division is to maintain complete and accurate information regarding the budget, payroll, purchases, and inventory and to provide support services to ensure an effective working environment to all employees.

Personnel and Payroll

Provide the agency with administrative support in hiring, separation, and promotion of employees. Inform employees of benefit plans and options available during orientation, and work with employees during the year to ensure that they are following the proper administrative process to receiving their benefits efficiently. The Administrative division also provides a variety of training to new employees and managers including EEO matters and the State's Drug-Free Workplace policy. The division maintains the Personnel Handbook and informs employees of any revisions or additions to Division of Personnel policies and the internal policies of the Agency.

If you are interested in the job vacancy postings within the State of West Virginia, please visit the website: www.state.wv.us/admin/personnel.

Deposits/Purchases

The Insurance Commission is self-funded by insurance company licensing renewals, company filings, agent licensing and rate & form filing fees. Revenue is also collected and deposited from insurance companies' premium taxes and other taxes or fees. Total revenue collected for fiscal year 2002 was \$128,436,295.69. The Administration division processes all invoices and accounts for all deposit transmittals. In addition, the division coordinates all purchasing and procurement activities for the agency. All purchases, no matter what the product, is processed and accounted for by the Administrative division.

Other

During the Legislative session, data is compiled for various Senate and/or House Bills and fiscal impact notes are calculated for sound decision-making. In addition, this division serves as the "Building Liaison", handling any need that the agency may have with our landlord regarding office space. This section also serves as the central mailroom. The division processes and distributes all incoming and outgoing mail and provides delivery service for the entire agency.

Hours and Location

The Administrative staff is available from 8:00 a.m. to 5:00 p.m. Monday through Friday, Eastern Standard Time. Our office is located in the Greenbrooke Building, 1124 Smith Street, Room 403, Charleston, WV 25301 (parking is available at the rear of the building.)

Send correspondence to the address below:

**West Virginia Insurance
Commission
Administration Section
P.O. Box 50540
Charleston, WV 25305-0540**